

CONSTRUCTION & EQUIPMENT SUPPLIER OPERATIONS DIRECTORATE (DSCP-FC)

MISSION:

Acts as principal advisor and assistant to the Commander in directing the accomplishment of mission responsibilities to provide supply support of authorized activities in the areas of materiel management of assigned items and stock control; provides contracting and production support for all supplies and services assigned to the DSC for integrated material management; provides technical support of acquisition; provides quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items. Develops and implements policies and objectives relating to mobilization readiness exercise planning. Manages and implements supplier relationships and coordinates the efforts of DLA, the military services, and other DOD elements. Conducts data analysis and requirements planning for contracting initiatives. Develops customer support strategies, which are implemented through appropriate vehicles, such as Corporate Contracts, Virtual Prime Vendors, Strategic Material Sourcing, and Strategic Supplier Alliances. Participates with other offices in the identification and implementation of acquisition and electronic commerce initiatives to improve customer services. Center focal point for procurement strategic planning. Directs activities of Integrated Supplier Teams in order to insure customer support in a cost effective manner in accordance with applicable laws and regulations.

FUNCTIONS:

1. Review forecasts of requirements and apply intensive management to selected items.
Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost
4. Conduct periodic reviews of supply management data to control and improve the supply position.
5. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
6. Work with Resolution Specialist for processing RODs.
7. Recommend termination of existing procurement actions when warranted.
8. Solicit bids, proposals, and quotations.
9. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
10. Conduct negotiations on price, type of contract, and other contractual provisions.
11. Award contracts, exercise options, and place purchase and delivery orders.
12. Perform contract management actions as noted below and as otherwise provided in the DAR, FAR, and implementing guidance.
13. Issue contract modifications
14. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.

15. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
16. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract
17. Identify the population of DLA-managed items that are of strategic importance to DLA and its war fighter customers.
18. Perform all product, customer, and supplier analysis to develop recommended sourcing strategies for NSNs (includes all market research and analysis.)
19. Create PR for LTCs for NSNs that cross Supply Chains/ISTs (MSG LTCs)
20. Evaluate (manual) MSG LTC
21. Award MSG LTC
22. Monitor supplier performance against MSG LTC
23. Monitor performance against recommended sourcing strategies
24. Conducts Supplier Relationship Management (SRM). The SRM function plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors).
25. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
26. Resolve supply support discrepancies.
27. Budget, obtain, allocate, and monitor resources.
28. Identify, develop, and analyze KPIs.
29. Develops criteria and specifications and to provide support to contracting and quality activities pertaining to technical preservation, packing, and marking of all assigned commodities.
30. Incorporates surge option clauses into all contracts to ensure readiness.
31. Plans with Industry to ensure capability exists to meet contingency/readiness requirements.

BUILDING & MATERIALS DIVISION (DSCP-FCB)

MAINTENANCE REPAIR & OPERATIONS (MRO) I IST (DSCP-FCBA)

MAINTENANCE REPAIR & OPERATIONS (MRO) II IST (DSCP-FCBB)

LUMBER PV & METALS PV IST (DSCP-FCBC)

MISCELLANEOUS BUILDING MATERIALS & METALS TRADITIONAL IST (DSCP-FCBD)

CLASS IV IST (DSCP-FCBE)

NON-NSN IST (DSCP-FCBF)

FUNCTIONS: Performs functions as stated in DSCP-FCB

LIGHTING MAINTENANCE REPAIR & OPERATIONS (MRO) SERVICES DIVISION (DSCP-FCA)

LIGHTING I IST (DSCP-FCAA)

LIGHTING II IST (DSCP-FCAB)

MAINTENANCE REPAIR & OPERATIONS (MRO) SERVICES I IST (DSCP-FCAC)

MAINTENANCE REPAIR & OPERATIONS (MRO) SERVICES II IST (DSCP-FCAD)

HEATING VENTILATION & AIR CONDITIONING (HVAC) IST (DSCP-FCAE)

MOVE & STORAGE DIVISION (DSCP-FCF)
HEAVY EQUIPMENT PROCUREMENT PROGRAM IST (DSCP-FCDA)
CONTAINERS IST (DSCP-FCDB)
MANUFACTURING & CONSTRUCTION EQUIPMENT IST (DSCP-FCDC)
MATERIAL HANDLING IST (DSCP-FCDD)
SPECIAL OPERATIONS EQUIPMENT DIVISION (DSCP-FCE)
FIRE & EMERGENCY SERVICES IST (DSCP-FCEA)
SPECIAL OPERATIONAL EQUIPMENT, SAFETY & RESCUE IST (DSCP-FCEB)
TECHNICAL & INFORMATION EQUIPMENT IST (DSCP-FCEC)

MISSION:

To provide operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

Personnel within the IST who are responsible for supply planning will perform the following functions on assigned Federal Supply Classes, and on Weapons Integrated Materiel Management (WIMM) NSNs:

1. Review, approve, or recompute, as necessary, forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. Execute the War Reserve program for assigned items, including review and validation of military service item selection and requirements submission; maintain updated item management data; analyze War Reserve acquisition objectives; and control War Reserve assets.
4. Authorize local purchase actions.
5. Assure sound investment of stock fund monies and provide financial management data.
6. Coordinate unusual storage matters with distribution activities.
7. Issue disposition instructions for excess stock fund materiel.
8. Approve return of customer excesses or authorize disposal.
9. Direct recoupment of materiel from property disposal.
10. Authorize loans of stock fund materiel, including GFM, to contractors.
11. Determine need and direct repair, rebuild, or modification of assigned items.
12. Conduct periodic reviews of supply management data to control and improve the supply position.
13. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
14. Work with Resolution Specialist for processing RODs.
15. Recommend termination of existing procurement actions when warranted.
16. Expedite stock buys when actual or potential backorders exist. .

17. Perform inventory accounting functions related to assigned items.
18. Process capitalization and decapitalization actions.
19. Resolve discrepancies resulting from distribution activity reports.
20. Investigate inventory discrepancies, initiate Letters of Investigation, and Reports of Survey.
21. Maintain inventory and accounting records for materiel on loan, shelf-life testing, and process related supply documentation.
22. Generate Materiel Release Orders for shipments of test samples to labs for shelf-life maintenance, returns to vendor, and project orders.
23. Process Materiel Return Program inquiries/messages.
24. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

Procurement (Acquisition)

Personnel within the IST who are responsible for acquisition will perform the following functions on assigned items:

1. Participate in acquisition planning.
2. Working with SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DAR, FAR, and implementing guidance.
19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.

20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.
29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

Post Award

Post Award (Contract Administration) functions are routinely performed within the IST structure by one or more Acquisition Specialists. The contract administration functions can be performed by Acquisition Specialists performing both pre and post award duties in a "cradle to grave" scenario, or as Acquisition Specialists (Post-Award) concentrating on post award functions exclusively.

The Acquisition Specialists performing the contract administration (post award) functions may support only the items managed by that IST, or in cases whereby a group of Acquisition Specialists (Post Award) are together in an IST, may be responsible for contract administration of items throughout multiple ISTs, Branches or even Divisions. In some isolated instances, contract administration (post award) support may be utilized as a shared service within a Supplier Support Division.

Wherever the post award function resides, the Acquisition Specialists performing the post award functions will be responsible for the full range and scope of administering contract quality assurance requirements for all assigned items. Functions performed by these personnel will include:

1. Accomplishes responsibilities for post-award contracting for all items assigned to the division.

2. Administers contract quality assurance requirements for assigned items.
3. Provides operational control and support to the Director to accomplish responsibilities for post-award and contract operations for assigned items of supply.
4. Performs supplier management responsibilities associated with SLAs and Line-of-Balance (LoB).
5. Ensures the implementation of DOD, DLA, DSC, and inter-directorate divisions' policies, procedures, plans, and programs.

Tech/Quality

Personnel within the IST who are responsible for tech/quality will perform the following functions on assigned items:

1. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract as follows:
 - a. Develop inspections, tests, and appropriate sampling plans which the contractor must perform to demonstrate compliance with technical requirements, including packaging, when such inspections, tests, and sampling plans are not provided by the military services. Collaborate with other ICP elements and military services, as necessary.
 - b. Determine the appropriate type of contract quality requirement the contractor must establish and implement.
 - c. Determine place of inspection and acceptance where the government reserves the right to perform contract quality assurance actions.
 - d. Determine shelf-life requirements for inclusion in contracts.
 - e. Establish bid sample requirements in contracts. Technically evaluate sample and furnish recommendations for approval/disapproval to contracting officers.
2. Determine need for quality assurance portion of pre-award surveys and evaluate subsequent reports.
3. Prepare and issue Quality Assurance Letters of Instruction to inspection activities/depots on contract quality requirements.
4. Perform Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, to provide technical guidance and resolve quality problems.
5. Evaluate requests for waivers and deviations, coordinate position with the military services as appropriate, and recommend approval/disapproval to contracting officers.
6. Investigate, resolve, take corrective action, and respond to customer/depot complaints which report product or packaging quality deficiencies. This function can also reside in the Supplier Support Division as a shared service.
7. Establish, maintain, and use quality history data by item, contractor, and specification.
8. Identify and/or resolve QA problems with the contract technical data package (e.g., Section 4 of specifications, drawings, and other technical data).
9. Identify need for laboratory testing (e.g., support of customer complaint resolution) and request such testing. This function can also be performed as a shared service in the Supplier Support Division.
10. Evaluate inspection and test results/reports for compliance with specified requirements, and recommend approval/disapproval to contracting officers. This function can also be performed as a shared service in the Supplier Support Division.

11. Participate, as requested, in pre-award surveys for technical packaging support.
12. Provide technical/engineering assistance to branches which perform item identification in the performance of item entry control functions.
13. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
14. Provide technical/engineering determinations on bids for alternate items and acceptability of "or equal" solicitations, sole source, and deviations and waivers to specifications; coordinate in-house determinations with using activities and/or assigned military engineering support activity.
15. Determine necessity for and obtain military services' authorization for the preparation of engineering drawings. Request military services' development of engineering drawings.
16. Provide technical/engineering recommendations on industrial mobilization, pre-award, and other planning surveys.
17. Determine interchangeability and substitutability of items in support of the directorate.
18. Provide technical advice for the determination of shelf life, test, and item recoverability requirements.
19. Make recommendations to the military services for changes to item characteristics, engineering effort to resolve item-related problems, and resolution of engineering support problems.
20. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.
21. Provide technical support for provisioning as required by Provisioning Control Activity.
22. Provide technical assistance to the resident Small Business Administration Procurement Center Representative in accordance with the Defense Federal Acquisition Regulation.
23. Obtain management data for submission with new item identifications.
24. Identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost.

STRATEGIC MATERIAL SOURCING GROUP (MSG) DIVISION (DSCP-FCG)

MISSION:

Strategic Material Sourcing Groups (MSGs) are the principal organizations within DLA for developing Supply Chain execution strategy. The primary purpose of the MSG is to develop and execute optimal sourcing strategies and approaches. MSGs perform product, customer, and supplier analysis to develop recommended sourcing strategies for NSNs. MSGs may house the Supplier Relationship Management (SRM) function. All Supply Chains will contain MSGs.

ACQUISITION PLANNING BRANCH (DSCP-FCGA)

1. Participate in acquisition planning.

2. Working with ISTs, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, develop an appropriate strategy to maximize customer support at the least cost.
3. Evaluate contracting packages in order to identify and coordinate resolution of deficiencies.
4. Determine method of contracting and appropriate contract clauses.
5. Determine range of competition to be solicited.
6. Implement the Small Business and Disadvantaged Business Utilization Programs.
7. Solicit bids, proposals, and quotations.
8. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
9. Conduct negotiations on price, type of contract, and other contractual provisions.
10. Obtain required contract approvals and clearances.
11. Provide contractually for progress, advance, and other financial arrangements to contracts.
12. Provide contractually for performance bonds, as appropriate.
13. Award contracts, exercise options, and place purchase and delivery orders.
14. Issue contract modifications.
15. Periodically screen and purify bidders' lists to assure effectiveness and economy in coordination with the Shared Services Organization Units.
16. Implement the Automated Best Value Model evaluation in making award decisions.
17. Assume Procuring Contracting Officer (PCO) functions immediately after award has been issued and respond as PCO to all inquiries from contractors, CAS elements, and requisitioning activities.
18. Perform contract management actions as noted below and as otherwise provided in the DAR, FAR, and implementing guidance.
19. Administer contractor claims and waivers and resolve contract disputes. In the role of PCO, attend Armed Services Board of Contract Review hearings or other administrative/judicial forums on contract disputes.
20. Review and approve changes to contracts. Issue contract and purchase order modifications, change orders, supplemental agreements, and shipment diversions. (Small Business/Labor Surplus Area Set-Asides and Option exercises and contract modifications affecting new acquisition will be issued by the contracting areas.)
21. Handle processing of performance bonds.
22. Process progress and advance payments, guaranteed loans, and other financial arrangements. Negotiate for and prepare modifications of contracts to provide above financial arrangements by supplemental agreement when required.
23. Evaluate and approve subcontractors for existing contracts as required.
24. Issue show cause letters, cure notices, and terminations for convenience/cause.
25. Obtain contract performance data; monitor, process, and expedite contracts, delivery and purchase orders; develop contract status information. Respond to inquiries by requisitioning activities relative to status of contract actions.
26. Receive, process, and file all completed contractual documents and related correspondence; maintain all contract folders, contractor suspense, and locator files; and process contract files for retirement.
27. Maintain liaison with field contract administration and production elements.
28. Initiate and process to conclusion necessary warranty actions, as appropriate.

29. Coordinate management actions with field contract administration organizations when delegations exist.
30. Participate in conferences and seminars with higher echelon/professional/educational organizations, field contract administration offices and with customers to enhance mission effectiveness.

SURGE READINESS BRANCH (DSCP-FCGB)

FUNCTIONS:

1. Acts as directorate monitor for the Priorities and Allocations Program and the Defense Materials System to provide contracting support for assigned items.
2. Determines the most effective use of strategic and critical materials.
3. Implements the provisions of the Emergency Priorities and Allocations Manual.
4. Reviews mobilization requirements, identifies and selects items for industrial preparedness planning; computes preparedness production requirements; and determines the type and extent of planning to be conducted.
5. Evaluates industry capability; selects planned producers; develops realistic production schedules and plans with industry.
6. Reviews negotiated production plans to assure reasonableness, accuracy, sufficiency, including adequacy and consistency of subcontract plans.
7. Collects and consolidates, as a coordinated procurement assignee, mobilization production requirements, where multi-service requirements are placed on a single manufacturing facility. Conversely, furnishes as assignee mobilization production requirements to the coordinated procurement user.
8. Maintains pertinent preparedness requirements data, together with industry impact data, and plans for conversion of preparedness production schedules to contracts. Develops and publishes industrial preparedness procurement packages and implementation procedures.
9. Computes and provides estimates of production capability for mobilization reserve items. Determines commercial availability. Establishes and maintains war materiel production capability data and commercial availability record in support of the War Reserve Program.
10. Serves as focal point for industrial preparedness. Assures planned producers are on bidder's mailing list. Coordinates planning with current procurement and user activities. Provides technical advice and assistance. Conducts appropriate studies.
11. Reviews revisions to technical data of planned items; revises production preparedness planning to incorporate changes.
12. Maintains liaison with Armed Services Production Planning Officers, the single point of contact for the DOD Industrial Preparedness Program at the plant level.
13. Participates in special studies involving a task group approach by military departments and agencies.
14. Determines requirements for reserve production equipment, identifies documents, and reserves items of plant equipment for specified planned suppliers; arranges for and supervises

layaway of industrial equipment reserves; determines the need for and recommends establishment of plant equipment packages of production equipment.

15. Compiles and maintains production resources data for use in bomb damage assessment studies; develops procedures for evaluating the effects of bomb damage and residual production capability.
16. Performs liaison with industry and trade associations to obtain maximum cooperation in the Industrial Preparedness Planning Program.
17. Receives and accounts for War stopper funding for contingency material.
18. Participates with readiness customers in identifying critical go to war items.
19. Enters into special business arrangements with industry to obtain access to material for contingency operations.
20. Maintains liaison with GSA to insure use of items held in the National Stock Pile. Negotiates and develops agreement with GSA for the purchase of these items.
21. Reviews and evaluates the advance and current procurement plans to assure compatibility with economic production runs, economic buys, lead times, contractor capabilities, and other production considerations.
22. Analyzes and evaluates preaward surveys and contractor information for determining production capability and responsibility. Participates on survey teams, as required; conducts production situation analysis studies. Acts as focal point and provides technical guidance and liaison on production matters.
23. Conducts production studies to determine additional sources for procurement of items previously procured from single source. Makes sole source breakout studies to maximize competition.
24. Evaluates requirements for GFP (equipment, special tooling, and materials); determines availability and makes follow-up to assure delivery.
25. Maintains liaison with DCMR production elements.
26. Obtains, as requested by PCO, contract performance data; expedites and develops contract status information.
27. Determines impact on impending or existing labor strikes and other circumstances that will adversely affect production.
28. Provides advice on production aspects in connection with deviations, waivers, default, or terminations for convenience.
29. Conducts studies, as required, in support of procurement and production programs; i.e., resource, capability, and productivity studies.
30. Keeps abreast of changes or revisions to existing items or Maintains close liaison with appropriate R & D elements to addition of new or replacement items.
31. Serves as focal point for Project Action; coordinates, analyzes, and implements policy changes.
32. Provides internal training in mobilization requirements, procedures and coordinates industrial plant visits.
33. Provides data on availability and production capability for critical items for higher headquarters and to DSCP management of strategic planning.

SUPPLIER SUPPORT DIVISION (DSCP-FCS)

MISSION:

The mission of the Supplier Support Division is to identify and analyze gaps between materiel requirements and available industry capacity to develop strategies for readiness support. Supplier Support Divisions also is responsible for analysis, allocation, and monitoring of resources, both personnel and financial. Supplier Support Divisions serves as the interface between customers and the Supplier Operations Directorate concerning movement of stock, including incorrect quantities received, customer returns, and stock testing. Administers and executes the Supply Chain's Product Data Management Program. Serves as the focal point within the Supply Chain for all technical data required supporting the Supply Chain's missions and programs. Acts as focal point for all data entering and leaving the Supply Chain. Assures adequate Product Data Management and associated information technology is available to manage the engineering technical data for the Supply Chain.

RESOLUTION BRANCH (DSCP-FCSA)

1. Research problems related to supply planning, and make recommendations to supply planners for adjustments.
2. Resolve supply support discrepancies.
3. Coordinate with Defense Distribution Center (DDC) HQ and purchasing specialists to resolve supply discrepancies.
4. Coordinate with product specialists on quality discrepancies.
5. Coordinate with transportation management specialists on transportation discrepancies.
6. Coordinate with business analysts and financial supplier liaisons to resolve financial discrepancies. Financial supplier liaison is the DLA coordination point with DFAS on accounts payable discrepancies.
7. Coordinate with supply planners to resolve inventory discrepancies.
8. Coordinate credits and returns of items with Contract Administrative Services (CAS).
9. Work reports of discrepancies on items pertaining to assembly builds and processes same on a selective basis.

TECHNICAL BRANCH (DSCP-FCSB)

1. Maintain data for assigned items, including consumable item transfers
2. Serves as focal point for industrial preparedness. Assures planned producers are on bidder's mailing list. Coordinates planning with current procurement and user activities. Provides technical advice and assistance. Conducts appropriate studies.
3. Reviews revisions to technical data of planned items; revises production preparedness planning to incorporate changes.
4. Coordinates and manages off-site contracting for data management engineering/technical requirements.
5. Administers and manages the PDMS Data Management processes for the Construction and Equipment Supplier Operations Organization.

6. Collaborates with DOD Repositories and Industry sources for the purpose of acquiring all engineering drawings and other technical data required by the Supply Chain, and attends Military Service Data Calls.
7. Provides telephone/email communications to military service repositories and industry on urgent data requirements in support of the Supply Chain's mission.
8. Utilizes, to the maximum extent possible, electronic means of exchanging technical data with the military services.
9. Initiates Engineering Support Request (DLA form 339) to the Engineering Support Activities for product data information such as technical data packages, Air Force ALC Form 760, 761, etc in support of the Aviation Supply Chain procurement process.
10. Prepares Contract Data Requirements List, DD Form 1423, in accordance with DLAR 4185.14 for all data purchased in support of Supply Chain's mission. Tracks deliverable data to ensure timely receipt.
11. Reviews all proposed procurement instruments for consumables, including MIPRs, which require data to be delivered by a contractor (except DAR, Section VII data); determines the adequacy, accuracy, and completeness of that portion of proposed procurement instruments reflecting the identification and display of deliverable data; prepares or reviews proposed modifications and comments concerning the foregoing.
12. Provides assistance during solicitation/award regarding contract technical data requirements.
13. Performs quality assurance of all technical data stored in the Product Data Management System (PDMS); improves the quality of technical data by using the PDMS editing capabilities; assures all data released to the PDMS permanent storage are indexed correctly to include rights determination, distribution statements, and government purpose licensed rights agreements.
14. Initiates corrective action for all identified technical data deficiencies for data in or to be placed in the DLA Central Repository, whether the identification is made within the office or elsewhere.
15. Establishes and revises bidsets used by the Supply Chain for acquisition process. Assures data is complete, legible, as well as, technically and dimensionally adequate.
16. Develops, maintains, and updates a bidset on Individual Repair Part Ordering Data (IRPOD).
17. Responds to PDMS customer inquiries on all phases of product data related procurement issues and/or channels customers to the correct forum, as appropriate.
18. Collaborates with Supply Chain to provide support for ongoing initiatives that require product data such as long-term contracts, source approval request (SAR) packages, and Strategic Material Sourcing Group initiatives, Small Business Administration, and Integrated Supplier Team efforts.
19. Interacts and collaborates with industry sources to clarify DLA product data management support issues relating to on-going procurement actions.
20. Collaborates with DOD and Industry Repositories to identify DLA required Stable Base Drawings (Mylars).
21. Serves as liaison between DLA functional personnel and PDMS customers on issues and questions relating to product data and product data management.

POST AWARD BRANCH (DSCP-FCSE)

1. Acts as focal point for post award support contracts. Acts as coordinator on post award matters regarding expenditure violations and Unliquidated Obligations.
2. Coordinate credits and returns of items with Contract Administrative Services (CAS).
3. Analyze financial data to ensure requirements are funded.